



car allowance rebate system

[www.cars.gov](http://www.cars.gov)

## **DEALER SYSTEM GUIDE**

**Quick Guide to Updating Rejected  
and Saved Invoices**

## Assumptions

Dealers searching for an invoice must be registered and have submitted an invoice before attempting a search. If you have not yet registered or submitted an invoice please go to [www.cars.gov/dealersupport](http://www.cars.gov/dealersupport).

## Scope

This procedure covers how to search for an invoice.

If you have not completed the transaction process to complete an invoice, please go to <http://www.cars.gov/index.php/dealersupport/user-guide> and reference the Quick Guide to Transaction Submission.

## Policy and General Instructions

**Pop-up Blockers** will interfere with the CARS system. Please turn off any active pop-up blockers in your web browser before proceeding to registration.

Do not use your **Browser Back Button** or **Browser Forward Button** in the CARS system to navigate to another screen. Instead, use provided links on each screen to navigate within the CARS system.

When entering data into the CARS system, the following Rules apply:

- Fields with asterisks (\*) preceding them are required or mandatory information.
- Commas are only used to separate fields from one another (not included in address fields).
- All fields are required to be filled out completely and accurately prior to submittal.
- Car dealers have the ability to enter transactions in draft state and save data while working on a transaction.





This application provides access to the DoT CARS system. When logged on to the CARS system, your computer is considered a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.

Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized CARS, DoT, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion CARS or the DoT personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties.

Unauthorized attempts to defeat or circumvent security features, to use the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise to interfere with the system or its operation are prohibited. Evidence of such acts may be disclosed to law enforcement authorities and result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 (Public Law 99-474) and the National Information Infrastructure Protection Act of 1996 (Public Law 104-294), (18 U.S.C. 1030), or other applicable criminal laws.



\*User Name   
(example: michael.james.smith)

\*Password   
(example: 123v23)

Login Assistance

Accessibility

Select a Language:  
[English](#)

*Note: The following is a list of icons and their meanings that you may see on your search response page:*



**Add Attachment**

Use this icon to add an attachment to invoice



**View Attachments**

Use this icon to view invoice attachments



**Disabled Cancel**

Invoice is no longer available to cancel



**Enabled Cancel**

Use this icon to cancel an invoice



**Disabled Edit**

Invoice is no longer available for edit



**Enabled Edit**

Use this icon to edit your saved invoice



**Delete Attachment**

Use this icon in the Attachment List view to delete an attachment.

The screenshot shows the ORACLE iSupplier Portal interface. The 'Finance' tab is selected in the top navigation bar. Below the navigation bar, there are links for 'Home', 'Logout', 'Preferences', 'Help', 'Personalize Page', and 'Diagnostics'. The main content area is titled 'Invoice Actions' and includes a 'Create Invoice' button, a dropdown menu for 'Without a PO', and a 'Go' button. Below this is a 'Search' section with a note that the search is case insensitive. The search criteria include 'Dealer' (John and Jane Smith Auto Center-Ford-73169), 'Invoice Number', 'Invoice Date From', 'Invoice Date To', 'Invoice Amount', 'Invoice Date To', and 'Currency'. There are 'Go' and 'Clear' buttons for the search. Below the search section is a table of invoices with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Cancel, Update, and View Attachments. The table contains six rows of invoice data. The 'Cancel' column shows a grey X icon for invoices HI001-03, HI001-05, HI001-06, and HI001-04, and a blue circular arrow icon for HI001-02 and HI001-08. The 'Update' column shows a grey pencil icon for HI001-03, HI001-05, HI001-06, and HI001-04, and a yellow pencil icon for HI001-02 and HI001-08. The 'View Attachments' column shows a green plus icon for all invoices, except for HI001-02 which also has a blue magnifying glass icon. At the bottom of the page, there are links for 'About this Page' and 'Privacy Statement', and a copyright notice for Oracle 2006.

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Cancel	Update	View Attachments
HI001-03	10-Jul-2009	USD	4500.00	✕		+
HI001-05	10-Jul-2009	USD	4500.00	✕		+
HI001-06	10-Jul-2009	USD	4500.00	✕		+
HI001-02	09-Jul-2009	USD	4500.00	✕		+
HI001-04	10-Jul-2009	USD	4500.00	✕		+
HI001-08	11-Jul-2009	USD	4500.00	↻		+

*Note: After selecting the icon, a list of the invoice attachments will appear similar to the one below.*

There are two ways to search for an invoice. One option is to use the **Create Invoices** screen and the other option is to use the **View Invoices** screen.

Use the **Create Invoices** option if:

1. You would like to cancel a saved or rejected invoice.
2. You would like to update a saved or rejected invoice.

Use the **View Invoices** option if:

1. You would like to view the status of a submitted invoice
2. You would like to view attachments for submitted invoices.

ORACLE<sup>®</sup> iSupplier Portal

Home Logout Preferences Help Personalize Page Diagnostics

Home Finance **Create Invoices** **View Invoices**

Create Invoice Without a PO Go

**Search**

Note that the search is case insensitive

Dealer: John and Jane Smith Auto Center-Ford-73169

Invoice Number:

Invoice Date From:  (example: 26-Jun-2009)

Invoice Amount:

Invoice Date To:

Currency:

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Cancel	Update	View Attachments
No search conducted.						

Create Invoice Without a PO Go

About this Page Privacy Statement Home Finance Home Logout Preferences Help Personalize Page Diagnostics

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## Searching for an Invoice Using the Create Invoices Screen

This option will allow you to cancel a saved or rejected invoice and it will allow you to update a saved or rejected invoice.

1. Verify that you are on the Create Invoices screen.
2. Fill in the fields to search for a single invoice or group of invoices meeting a certain criteria. If you would like to see all of your invoices leave the fields blank.
3. Select Go.

**ORACLE iSupplier Portal**

Home Logout Preferences Help Personalize Page Diagnostics

Home Finance **Create Invoices** View Invoices

Create Invoice Without a PO Go

**Search**

Note that the search is case insensitive

Dealer: John and Jane Smith Auto Center-Ford-73169

Invoice Number:

Invoice Date From:  (Example: 26-Jun-2009)

Invoice Amount:

Invoice Date To:

Currency:

**Go** **Clear**

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Cancel	Update	View Attachments
No search conducted.						

Create Invoice Without a PO Go

About this Page Privacy Statement Home Finance Home Logout Preferences Help Personalize Page Diagnostics

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4. Click on update to make changes.

Home
Finance

Create Invoices
View Invoices

Invoice Actions

Create Invoice
Create Invoice
Go

Search

Note that the search is case insensitive

Dealer **Bud Weiser Motors, Inc.-104905**

Invoice Number

Invoice Date From  (example: 14-Aug-2009)

Go Clear

Invoice Amount

Invoice Date To

Currency

Previous 10
31-40
Next 10

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Cancel	Update
CITI - BudWeiser.MotorsInc@cars1.com 0031	21-Jul-2009	USD	4500.00		
CITI - BudWeiser.MotorsInc@cars1.com 0032	21-Jul-2009	USD	4500.00		
CITI - BudWeiser.MotorsInc@cars1.com 0033	21-Jul-2009	USD	4500.00		
CITI - BudWeiser.MotorsInc@cars1.com 0034	21-Jul-2009	USD	3500.00		
CITI - BudWeiser.MotorsInc@cars1.com 0035	21-Jul-2009	USD	4500.00		
CITI - BudWeiser.MotorsInc@cars1.com 0036	21-Jul-2009	USD	4500.00		
CITI - BudWeiser.MotorsInc@cars1.com 0037	21-Jul-2009	USD	4500.00		
CITI - BudWeiser.MotorsInc@cars1.com 0038	21-Jul-2009	USD	4500.00		
CITI - BudWeiser.MotorsInc@cars1.com 0039	21-Jul-2009	USD	4500.00		
CITI - BudWeiser.MotorsInc@cars1.com 0040	21-Jul-2009	USD	4500.00		

Previous 10
31-40
Next 10

Saved Invoices Table

Create Invoice
Create Invoice
Go

Home
Finance
Home
Logout
Preferences
Help

Privacy Statement

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5. Click the Add button.

Note: You can view the original attachment list by clicking on this link, but DO NOT use the delete or update icon.

**CARS** Home Logout Preferences

Home Finance

Create Invoices View Invoices

Details Legal Information Review and Submit

Create Invoice: Details

\* Indicates required field  
✓TIP % sign is the wildcard character to search on in any List of Values

Cancel Step 1 of 3 Next

**Dealership Information**

\* Name Bud Weiser Motors, Inc.-104905

\* Franchise/Vehicle Make 324 FOX DR

\* Remit To Bank Account XXX4343

**Invoice**

\* Dealer Invoice Number CITI - BudWeiser.Motors

✓TIP Do not enter any special characters eg. \$ & @

\* Invoice Date 21-Jul-2009

(example: 14-Aug-2009)

\* Currency USD

Invoice Description

\* Sale Date 21-Jul-2009

\* Disposal Status CRUSH / SHRED FACILITY

Crush/Shred Facility

\* Disposal Facility ID 651621SDF

\* Disposal Facility Contact Info SDF651321

\* Purchaser Full Name RASPBERRY LIMEADE

\* Purchaser Full Address SONIC DRIVE0405

\* Purchaser State ID Number 40628S

Co-Owner Purchaser State ID Number

\* Sales Type LEASED

Leased

Attachment Attachment List **Add**

✓TIP Click on Add button to add the required attachments  
✓TIP Attachment file size needs to be less than 10MB

**Amount**

4500.00

✓TIP Do not enter any special characters. (eg. & % \$) for VIN

\* Trade-in VIN BWWWWWWWWVV

\* Trade-in Vehicle Category Passenger

\* Trade-in Vehicle Description DODGE | AD150 RAMCHARGER 2WD | 1990 | 5.9L 8CYL Auto(A4) RWD | 12MPG

DODGE | AD150 RAMCHARGER 2WD | 1990 | 5.9L 8CYL Auto(A4) RWD | 12MPG

## 6. Add new or updated attachment.

CARS TEST

Home Logout Preferences Help

Home Finance

Create Invoices | View Invoices

Finance: Create Invoices >

Add Attachment

Cancel Add Another Apply

Copies of the following documents are required to be provided in electronic format (PDF, TIF, JPEG) to the CARS program office at the time of invoice submittal. Please indicate in the attachment title field which document is being attached. Please use the exact document names below in order to expedite processing.

- 1\_Trade-In\_Title\_Front\_Page (or other approved evidence)
- 2\_Trade-In\_Title\_Back\_Page (only if front title page provided)
- 3\_Trade-In\_Proof\_of\_Insurance
- 4\_Trade-In\_Registration
- 5\_Purchaser(s)\_Identification (Individual(s) or Business)  
Co-purchaser Identification (combine with purchaser)
- 6\_Summary\_of\_Sale/Lease\_Agreement (Deal Sheet)
- 7\_Purchase\_or\_Lease\_Agreement
- 8\_Manufacturer's\_Certificate\_of\_Origin (or Statement of Origin)
- 9\_Fuel\_Economy.gov\_Side\_by\_Side\_Comparison
- 10\_Certification\_from\_Disposal (or Transfer Entity)
- 11\_Purchaser\_Survey (optional)

Note: Misc. Attachment / Other (Please name accordingly based on NHTSA Guidance provided at <http://www.cars.gov/dealersupport/>)

**TIP** Each file needs to be less than 10MB in size

Attachment Summary Information

Title

Description

Category From Supplier

Add additional notes here indicating the new updated attachment.

Define Attachment

Type ☒ File ☐ URL ☐ Text

Browse...

**Note: USE THE SAME TITLE AS THE ORIGINAL ATTACHMENT WITH WORD REVISED ADDED ON TO THE FRONT OF THE FILE NAME (example: REVISED\_Trade-In\_Title\_Front\_Page)**

## Searching for an Invoice Using the View Invoices Screen

1. In the Finance tab screen, select View Invoices.

**CARS iSupplier Portal** Home Logout Preferences Help

Home Finance **View Invoices** Create Invoices

View Invoices Export

Simple Search Advanced Search

Invoice Number

Invoice Amount From  To

Amount Due From  To

Invoice Date From  To

Go Clear

Invoice	Invoice Date	Type	Currency	Amount	Attachments	Status
No search conducted.						

Export

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*Note: Use the information to the left to fill the fields in the Search area.*

2. Fill in the fields to search for a single invoice or group of invoices meeting a certain criteria. Or, if you would like to see all of your invoices leave the fields blank.

3. Select Go.

**CARS iSupplier Portal** Home Logout Preferences Help

Home Finance Create Invoices View Invoices

**View Invoices** Export

**Simple Search** Advanced Search

Invoice Number

Invoice Amount From  To

Amount Due From  To

Invoice Date From  To

**Go** Clear

Invoice	Invoice Date	Type	Currency	Amount	Attachments	Status
No search conducted.						

Export

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4. Click attachment icon to view submitted documents for a particular invoice.

*The following is the Invoice Status list and a description of each:*

#### **Under Review**

Invoice has been submitted but not yet approved for payment

#### **Ready For Payment**

Invoice has been approved for payment (there are two levels of approval, your invoice must pass both levels).

#### **Rejected**

Invoice status will show rejected if Level 1 or Level 2. Reviewer rejects the invoice (you will receive and email rejection notice).

#### **Paid**

The Department of Treasury has sent confirmation to the Department of Transportation that the payment has been sent to your bank account.


















**CARS<sup>TEST</sup> iSupplier Portal** Home Logout Preferences Help

Home Finance **Create Invoices View Invoices**

View Invoices Export

Simple Search Advanced Search

Invoice Number  Invoice Amount From  To   
 Amount Due From  To   
 Invoice Date From  To  Go Clear

Invoice	Invoice Date ▾	Type	Currency	Amount	Attachments	Status
<a href="#">CITI - BudWeiser.MotorsInc@cars1.com 0050</a>	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
<a href="#">CITI - BudWeiser.MotorsInc@cars1.com 0049</a>	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
<a href="#">CITI - BudWeiser.MotorsInc@cars1.com 0048</a>	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
<a href="#">CITI - BudWeiser.MotorsInc@cars1.com 0047</a>	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
<a href="#">CITI - BudWeiser.MotorsInc@cars1.com 0046</a>	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
<a href="#">CITI - BudWeiser.MotorsInc@cars1.com 0045</a>	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
<a href="#">CITI - BudWeiser.MotorsInc@cars1.com 0044</a>	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
<a href="#">CITI - BudWeiser.MotorsInc@cars1.com 0043</a>	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
<a href="#">CITI - BudWeiser.MotorsInc@cars1.com 0042</a>	21-Jul-2009	Standard Invoice Request	USD	4500.00		Under Review
<a href="#">CITI - BudWeiser.MotorsInc@cars1.com 0041</a>	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
<a href="#">CITI - BudWeiser.MotorsInc@cars1.com 0040</a>	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
<a href="#">CITI - BudWeiser.MotorsInc@cars1.com 0039</a>	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
<a href="#">CITI - BudWeiser.MotorsInc@cars1.com 0038</a>	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
<a href="#">CITI - BudWeiser.MotorsInc@cars1.com 0037</a>	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
<a href="#">CITI - BudWeiser.MotorsInc@cars1.com 0036</a>	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
<a href="#">CITI - BudWeiser.MotorsInc@cars1.com 0035</a>	21-Jul-2009	Standard Invoice Request	USD	4500.00		Rejected
<a href="#">CITI - BudWeiser.MotorsInc@cars1.com 0034</a>	21-Jul-2009	Standard Invoice Request	USD	3500.00		Rejected

Previous 1-25 Next 25